

CONFIDENTIAL

20 February 1951

MEMORANDUM FOR: Advisor for Management

SUBJECT : Request for Increase in Table of Organization

1. The Assistant Directors of ONE and OCI have reached an agreement which calls for the dissemination of incoming cables to their offices and the rest of the Agency from a central point within OCD. The Assistant Director, OCD, concurred in this proposal.

2. After discussion with Management [] it was recommended that two (2) of the clerks in SO (Signal Center) who have been reproducing cables be transferred to the new central Cable Branch in Liaison Division, OCD, upon receipt of concurrence from SO. *not by [] - 25X1*
Agreed - 25X1
look into it, but
Can't guarantee []

3. Transfer of these two (2) persons plus the assignment of two (2) control clerks should be completed at the time of the assumption of this cable responsibility by OCD on the 26 of February 1951.

4. It is anticipated that 2 or 3 of the people presently working in the cable room in ONE may ultimately transfer to OCD to carry on this work. Until such time as these transfers have been decided upon, OCD will detail [] (Liaison-Cable Dissemination) to handle State cables and [] (Liaison-Cable Dissemination) to handle Army Air cables.

5. OCD, of course, is counting on the able assistance of [] in helping to set up this Branch and draft its procedures. If at all possible, this office will be very glad to have [] who have formed the team which has handled cables for so long, transfer to this office and form the nucleus of the new Cable Branch.

[]
Executive Assistant Director, OCD.

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